

JOB DESCRIPTION
HARBOR TECHNICIAN (WINTER ON CALL)
Starting Pay: \$13.89 HR

JOB DESCRIPTION

POSITION TITLE: HARBOR TECHNICIAN (WINTER ON CALL)
Serves a minimum 3 month probationary period
DEPARTMENT: PORT & HARBOR
SUPERVISOR: HARBORMASTER
CLASSIFICATION: HOURLY: \$13.89

POSITION SUMMARY: Under the supervision of the Harbormaster and Harbor Officer II, provides maintenance, repair and safe use of all harbor facilities and provides office support. This position is posted for availability on an as needed basis for intermittent work within the harbor office and on the docks. Position will not exceed 6 months. The applicant must be equally comfortable working outside in winter weather on docks and an office environment.

ESSENTIAL FUNCTIONS:

1. Under supervision repair and provide routine maintenance and janitorial duties of harbor building and dock facilities.
2. Operate skiffs, snowblowers and small tools and equipment to maintain harbor facilities.
3. Provide assistance to harbor patrons in a courteous, timely and professional manner.
4. Assist vessels in distress by providing pumpouts, tows, line replacement and/or use of fire extinguisher.
5. Respond to harbor emergencies and participate in harbor emergency and safety drills.
6. Provide harbor office support.

OTHER RESPONSIBILITIES:

1. Provide assistance to harbor patrons with boat movement, boat storage and parking.
2. Provide harbor patrols and public assistance to maintain clear fire lanes, resolve vessel problems and encourage voluntary compliance with harbor regulations for safety and security.
3. Report all safety issues to Harbormaster in a timely manner.
4. Maintain harbor facilities in a clean, safe manner.
5. Adhere to harbor safety procedures and wear required personal protective during work duties.
6. Assist with travel-lift and crane operations to the level of training provided.
7. Assist with daily dock checks, meter reads as directed.
8. Maintain a neat and tidy appearance to the public.
9. Ability to follow direction and be on duty at harbor for shift hours.
10. Perform other duties as assigned.

EDUCATION, EXPERIENCE AND ESSENTIAL SKILLS REQUIRED:

1. High School graduate or GED required.
2. 21 years of age or older.
3. Possess a valid Alaska driver's license or have the ability to obtain one within 30 days of hire, prior to operating a city vehicle.
4. As condition of employment, successfully pass a drug test prior to beginning work and be subject to a background check.
5. Eligible to work in the United States at time of hire.
6. Minimum 4 months boat handling and/or experience working in a marina or harbor facility. Knowledge of boat moorage procedures. Must be able to swim.
7. Ability to operate skiffs and work on slippery/icy docks while wearing safety equipment.
8. Ability to write/print legibly and operate a VHF radio.
9. Ability to: drive a vehicle, operate snowblowers on a dock and use small equipment.
10. Past experience with carpentry and/or construction in outside winter Alaska conditions.
11. Ability to work with the public with tact and courtesy.
12. Experience using office equipment and Microsoft Office.
13. Working knowledge of marina, building and small equipment maintenance.
14. While performing the duties of this job, you will be required to walk; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl. The employee is frequently required to talk and hear; stand; sit; use hands to handle, or feel. Specific vision abilities required by this job include close vision and depth perception. Required daily to wear safety helmet and safety glasses, or other safety apparel and work in inclement weather.
15. Must be willing, able and available for night and/or weekend work as necessary.